

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No. 300626	2. Cert / Reclass Request No. 16-0083	3. Agency No. 437
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4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS
Department of Children and Families
DMS-BF- Grants and Contracts Section
201 East Washington Ave A200
Madison, WI 53703

6. CLASSIFICATION TITLE OF POSITION
Contracts Specialist - Advanced

7. CLASS TITLE OPTION *(to be filled out by Human Resources Office)*

8. NAME AND CLASS OF FORMER INCUMBENT
Joseph Schneider, Contracts Specialist - Advanced

9. AGENCY WORKING TITLE OF POSITION

Contracts Specialist - Advanced

10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

Craig Jeranek, Contracts Specialist - Senior

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR
Steve Martinelli, Purchasing Agent Mgmt Supervisor

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE
PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes ☐ No ☒
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM.

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
SEE ATTACHED

POSITION DESCRIPTION

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION *(Please see sample format and instructions on Page 3.)*

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION *(See Instructions on Page 2)*

- The supervision, direction, and review given to the work of this position is [] close [X] limited [] general.
- The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE

☐ SUPERVISOR

☐ EMPLOYEE

☐ CERT REQUEST COPY

Contracts Specialist – Advanced POSITION SUMMARY

Under the general supervision of the Grants and Contracts Section Chief, the position coordinates contract development and execution for normal to complex programs, projects and other services between the department and local government, Tribes, private and non-profit organizations, and other entities. The position is required to independently perform and collaborate with program staff performing complex diversified and politically sensitive administrative functions involving program delivery. The position coordinates the execution of contracts (including MOUs, interagency and data-sharing agreements) and contract modifications (amendments and renewals) in assigned program areas, and analyzes applicable state and federal laws and regulations. Timely execution of these contracts is essential for the operation and delivery of the department's programs. Contracting responsibilities impact all 72 counties. Contracts issued total more than \$100 million of the State's annual budget and Federal funds.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

TIME %	GOALS AND WORKER ACTIVITIES
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50%	A. Lead and facilitate contract documents development and execution.
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| | A1. Develop contracts and contract modifications based on input and data from division, department, and local agency staff. Investigate contract history and create documents based on past practices and current needs. Maintain a high level of program knowledge across multiple divisions. Schedule and facilitate discussions between appropriate contributors to contract creation. |
| | A2. Confer with and receive input from the Department's accounting, audit, procurement, budget and legal counsel to ensure that contract provisions meet state and federal legal requirements. |
| | A3. Confer with finance staff and coordinate the establishment and implementation of procurement requirements and fiscal responsibilities including local and federal reporting. |
| | A4. Oversee the timely legal execution of contract documents, including routing of documents internally and externally for signatures. Provide summary information for routing memos. With input from department staff, maintain contact information of key contractors and partners. |
| | A5. Assure compliance with federal award notification requirements and appropriate contract monitoring procedures. Advise program staff in development of adequate scope of services documents. |

40%	B. Provide contract management support to DCF programs.
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| | B1. Track and maintain official department and enterprise contract files and databases. Ensure all records are accurate and current. Use database to provide contract information to program staff and to initiate timely renewals and new solicitations. |
| | B2. Analyze proposed division and department activities that relate to the contracts and provide consultation to program and policy bureaus as to the best course of |

action. Maintain extensive contact with various operating units in the department, between other departments, among provider agencies and with the general public in an informative and technical assistance capacity in regards to contracts.

- B3. Coordinate with finance staff to assure timely and accurate payment of agency expenditure claims and consistency with requirements for state and federal reporting.
- B4. Monitor vendors or other entities for contract compliance and provide consultation to program and policy bureaus on corrective action. Assist with or lead the resolution of contract-related issues. Provide interpretation of the contract language and state and federal laws and regulations to contractors, program staff and other parties. Provide consultation and expertise regarding contract issues and performance to department management

10% C. Other Duties

- C1. Participate on and direct, if appropriate, quality improvement teams.
- C2. Provide training and technical assistance to department and provider agency staff on an ad hoc and formal basis. Contribute to and present training at department training sessions. Assist in the development of relevant CBTs.
- C3. Provide input in the development of program policies and procedures.
- C4. Provide input into and when necessary direct the creation of reports and administrative memos.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Effective oral and written communication skills.
2. Strong organizational skills.
3. Ability to effectively use MS-Office Suite, including Word, Excel and Access, financial management software including STAR, WISMART, Purchase Plus, etc.
4. Ability to interpret and analyze complex data and requests, and to determine and implement appropriate actions.
5. Knowledge of administrative (i.e. evaluating applications, preparing financial documentation, etc.) and fiscal (i.e. reconciliation, purchase orders, financial reporting, etc.) requirements related to financial contracts and/or grants.
6. Extensive knowledge of contract law, including contract development, negotiation and administration.
7. Extensive knowledge of the rules, regulations, policies and procedures governing procurements, contracting, and grants.
8. Knowledge of DCF policy, procedure and organization structure.
9. Ability to independently prioritize multiple assignments.
10. Ability to establish and meet deadlines.
11. Extensive knowledge of federal or state grant processes and management.
12. Ability to mediate and resolve contract disputes.
13. Ability to work effectively and maintain good working relationships with peers, supervisors, administrators and external contacts including the public.